Association of Biodynamic Massage Therapists

General Data Protection Regulation (GDPR) Policy for the Association of Biodynamic Massage Therapists

1. Introduction

This GDPR Policy outlines the measures and procedures implemented by [Association of Biodynamic Massage Therapists] ("the Organisation") to ensure compliance with the General Data Protection Regulation (GDPR) in the United Kingdom and the Data Protection Act 2018 (DPA 2018).

2. Scope

This policy applies to all personal data collected, processed, and stored by the Organisation in the course of its activities. It encompasses data related to members and any other individuals whose data may be processed by the Organisation.

3. Data Collection and Processing

The Organisation collects personal data only for specified, explicit, and legitimate purposes. Data is collected lawfully and transparently, with individuals informed of the purposes of data processing. Members' names and email addresses are held on The Organisation's membership list which is accessible by the committee members. The name of the insurance company with whom members' practice is insured, their supervisor and number of supervision hours in the previous year, are held separately and only accessed by the Membership Secretary. Reasons provided for not fulfilling the supervision or CPD requirements, if applicable, may be accessed by the Membership Secretary, CPD & Ethics Officer or the Chair. Documentation provided as part of a CPD audit are held separately and only accessed by the CPD & Ethics Officer and the Chair.

4. Consent

As a member of the Organisation, the member is consenting to their data being held by the committee of the Organisation. Data access is covered in section 3.

5. Data Security

The Organisation implements appropriate technical and organisational measures to ensure the security of personal data. Measures include encryption, access controls, and regular security assessments.

6. Data Minimisation

The Organisation only collects and processes personal data that is adequate, relevant, and limited to what is necessary for the intended purposes. Membership data may be retained for up to 7 years after membership ends.

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7. Data Accuracy

The Organisation takes steps to ensure the accuracy of personal data and to rectify any inaccuracies without undue delay. Individuals have the right to request the correction of inaccurate or incomplete data concerning them.

8. Data Subject Rights

The Organisation respects the rights of data subjects as outlined in the GDPR, including the right to access, rectification, erasure, restriction of processing, data portability, and objection to processing.

9. Data Breach Notification

The Organisation has procedures in place to detect, report, and investigate personal data breaches. In the event of a breach, affected individuals and relevant authorities will be notified in accordance with GDPR requirements.

10. Accountability and Governance

The Organisation is committed to maintaining ongoing compliance with GDPR principles and requirements. Responsibility for GDPR compliance is assigned to designated individuals within the ABMT, and regular reviews of data protection practices are conducted.

11. Contact Information

For enquiries, requests, or concerns related to data protection and GDPR compliance, individuals may contact the Chair (abmt.chair@gmail.com).

12. Review and Update

This GDPR Policy is subject to periodic review and update to ensure alignment with regulatory developments and organisational needs.

Last reviewed: August 2025